

CITY OF BELMONT

PLANNING COMMISSION

ACTION MINUTES

TUESDAY, AUGUST 19, 2008, 7:00 PM

Chair Parsons called the meeting to order at 7:00 p.m. at One Twin Pines Lane, City Hall Council Chambers.

1. ROLL CALL

Commissioners Present: Parsons, Horton, Frautschi, Reed, McKenzie, Mayer, Mercer
Commissioners Absent: None

Staff Present: Community Development Director de Melo (CDD), Assistant Planner Walker (AP), Associate Planner Gill (AP), City Attorney Zafferano (CA), Recording Secretary Flores (RS)

2. AGENDA AMENDMENTS – None

3. COMMUNITY FORUM (Public Comments) - None

4. CONSENT CALENDAR

4A. Minutes of July 15, 2008

MOTION: By Commissioner Mercer, seconded by Commissioner McKenzie, to accept the Minutes of Tuesday, July 15, 2008, as presented.

Ayes: Mercer, McKenzie, Frautschi, Reed, Horton, Parsons
Noes: None
Abstain: Mayer

Motion passed 6/0/1

5. OLD BUSINESS

5A. 940 Old County Road – Façade Improvement Rebate and Design Review

AP Walker summarized the Staff Report, recommending confirmation of the Administrative Design Review and adoption of the attached Resolution. She added that it appeared that the applicant would get approximately \$5,000 back if the application goes forward.

Commissioner Frautschi stated that he would like to have seen some screening of the roof-top environmental and facilities equipment, and some landscaping improvement, such as a few trees in the parking lot.

MOTION: By Commissioner McKenzie, seconded by Commissioner Frautschi, to adopt the Resolution confirming an Administrative Design Review Approval for 940 Old County Road (Appl. No. PA2006-0075).

Ayes: McKenzie, Frautschi, Mercer, Mayer, Reed, Horton, Parsons
Noes: None

Motion passed: 7/0

Chair Parsons stated that this item may be appealed to the City Council within ten calendar days.

5B. 600 Clipper One-Year Time Extension of a Conditional Use Permit

AP Walker summarized the staff memorandum, recommending that the Commission grant the second time extension, noting that a new property owner bought the property in December 2007 and has been making significant efforts to acquire new tenants.

Chair Parsons asked if any of the exterior landscaping improvements have been done. AP Walker responded that none of the Design Review elements have been completed, and the applicant most likely will not be proceeding with the Design Review that as they do not agree with the previous requests. They will need to move forward with the landscaping improvements when they seek their building occupancy permit. CDD de Melo added that they are having a difficult time finding a tenant for the building, but want to keep the Design Review and CUP active. If there are significant changes to the landscape plan it will come back to the Commission.

Commissioner Mercer questioned the granting of a conditional use for medical facilities if they are not going to create the patient drop-off area. AP Walker responded that the applicant conveyed to her that they do not necessarily want to be tied to the original Design Review because they were not the applicants but they want to keep the option viable. CDD de Melo added that the previously allowed uses for this site are the types of uses that the current owners are seeking. The changes that they propose do not necessarily speak directly to the uses but merely site plan changes and the underlying uses that are envisioned for that building are expected to be the same. If the applicant comes back asking for a new CUP and a Design Review, all of that will come back to the Commission.

Referring to a letter on file from Hines Project Manager Redmond, Commissioner Frautschi asked if staff could identify the two individuals who were sent copies of the letter. AP Walker believed one was a Hines employee but was not familiar with the other name.

Chair Parsons noted for the record that there was nobody in the audience to speak on this issue.

Commissioner Mercer noted that there was a row of well-established Redwood trees in front of the property but she doubted that they would do well in the salt environment, and that all of the remaining trees and shrubs are terribly distressed. Chair Parsons asked what control the Commission has with respect to them having killed all the landscaping if they occupy the building and do not use the CUP. CDD de Melo responded that if the Commission grants the extension, the applicant continues to be bound by the CUP that was approved in August of 2006 and that CUP describes conditions of approval, one of them being that the project shall be in compliance with the site plan that was approved by this Commission, and that site plan included driveway connections, tree plantings and a landscape plan that was more in keeping with improvement of that site and with what the Commission typically likes to see. He added that the types of uses that are allowed are bound by a CUP that was approved for this project and if they assume to occupy the building the City can continue to refer back to the original landscape plan for the original PD, and if that landscape plan was specific with plantings to be maintained, they always have that tool. Commissioner Mercer asked if a property owner, whether or not he is occupying the building, is required to fulfill all of the requirements of the PD, which would include maintaining the landscaping. CDD de Melo responded in the affirmative, and Commissioner Mercer stated that that is not happening.

Commissioner Frautschi stated that he supports the extension and noted that the new owner is seeking LEED certification and he would like the Commission to get a final report on where they end up on that because what they're looking at is the amount of water and electricity that they are going to use for the building. He agreed that the landscape looked as if it was suffering and questioned if the water saving is going to mean that they're not going to water the landscaping. CDD de Melo responded that staff can make sure that whatever components they provide to us documenting the LEED certification does not come at the expense of all the landscaping dying.

MOTION: By Commissioner Reed, seconded by Commissioner McKenzie, adopting a Resolution approving an extension of a Conditional Use Permit and Design Review for 600 Clipper Drive (Appl. No. 2008-0048) with the conditions attached.

Ayes: Reed, McKenzie, Mercer, Mayer, Frautschi, Horton, Parsons
Noes: None

Motion passed 7/0

Chair Parsons announced that this item may be appealed to the City Council within 10 calendar days.

6. REPORTS, STUDIES AND UPDATES:
CDD de Melo reported as follows:

6A. Motel 6 – 1101 Shoreway Road
No new update.

6B. NDNU (Koret) Athletic Field
In the process of scheduling a Task Force meeting. School will be back in session soon and he is receiving emails about the soccer schedules, etc.

6C. Charles Armstrong School – 1405 Solana Drive
Mid-September will be the next meeting of the group, which will include members of Neighborhoods First, CDD staff, Police Department, and most likely Parks and Rec. staff. They will continue to discuss issues surrounding the school and McDougal field.

6D. Ralston/US-101 Landscape Project
He has a 65% completed bid set for the plans. It describes the original plantings and the City additions and they are in the process of getting a cost of installation breakdown for the differential for the add-ons. The next step will be to visit the Redwood City City Manager in an attempt to get this project back on track. The Redwood City Public Works Department has some concerns with getting the project installed this year. Commissioners were invited to come by the CDD office to look at the plans.

6E. Potential Joint City Council Study Session – AT&T Light Speed Project – September 2008
Noting that this will not be a joint meeting, he encouraged Commissioners to attend and make comments at the Council Study Session scheduled for 6:30 p.m. September 9th. Staff is in the process of gathering information from AT&T and will be sending public notices to either 300' or 500' neighbors of every potential location where the boxes are proposed to be installed. They will discuss areas where the City can have some input relative to design, aesthetics and screening, and areas where the City can have no input because of the State franchise agreement that has been approved. Commissioner Mercer asked what the process will be after this meeting. CDD de Melo responded that he hopes to get direction from Council on some basic questions about design, screening and aesthetics, and AT&T will then probably provide batches of permanent encroachment permits that they will bring back to City Council. He stated that there are potentially 34 locations in the public right-of-way where these boxes might be installed, and that the project is not scheduled to come before the Planning Commission. Chair Parsons asked that staff share information with the Commission as early as possible before the meeting.

6F. 1222 – 1224 North Road
Staff and the Commission had received an email from a potential buyer for one of the subject properties, and Commissioner Frautschi asked to be apprised of how the City responded. CDD de Melo explained that the two properties are accessed from North Road and that there is a prescriptive easement that allows access for 1222 via 1224. He had responded to the potential buyer that they should consult their legal counsel before taking any steps to try to take away this access easement. Discussion ensued regarding foreclosure and code enforcement issues on these two properties

6G. Safeway – 1100 El Camino Real
Has contacted the property management division and a contract as been let to pop the grates around the rings of the trees, which should be completed in about a week. Chair Parsons suggested that staff should look at the trees as they are pretty badly cut.

Commissioner Frautschi called attention to cigarette butts littering the area next to Safeway on Waltermeier Street and around the electrical box in front of Peet's Coffee, and suggested that the property managers should provide ash trays in the two areas.

6H. Emmett House

The foundation is now completely connected so that there is no longer the threat of it toppling off the jacks. Chair Parsons and Vice Chair Horton should be contacted shortly by staff to schedule a meeting to discuss the last four issues.

CDD de Melo reported that the Design Review and FAR for 784 Miramar Terrace that the Commission approved at it's last meeting has been appealed to Council.

Chair Parsons called attention to calls he has been receiving from residents in the Cipriani area asking why the Redwood trees that the Commission approved on the Ralston median have been eliminated. Vice Chair Horton added that there are also a couple of dead trees in the area as the irrigation is not aligned correctly. CDD de Melo responded that he has received emails on this, which have been forwarded directly to Public Works and Parks & Rec.

Chair Parsons and CDD de Melo reported on NDNU's upcoming WOW (Week of Welcome) week, noting that there will be a dinner and staff will man a booth to provide information about the City.

Chair Parsons asked that the City of San Mateo commercial development/mixed use project underway in the Hallmark area near 41st or 33rd Streets be added to future agendas. Curb cuts and a trash enclosure facing the residential character of the Belmont neighborhood are among the concerns. CDD de Melo will provide a full report on this project.

Commissioner Reed added that he felt the entire northern border of Belmont is neglected and looks derelict, and could benefit from some plantings and trees shading the businesses on the other side of the fence, and Commissioner Mercer noted that there has been trouble with unregulated dumping of trash in the area.

Commissioner Frautschi asked for an update report on the completion of the CUP for Shalizaar.

Commissioner Frautschi thanked the City Attorney for the various and sundry emails that are keeping the Commission updated on all of the crucial issues that are happening in the City. He also thanked new Parks & Rec. Director Gervais letting him know that they are taking care of watering the Magnolia trees at Barrett, and thanked staff, the Planning Commission and the Mid-Peninsula Water District for finishing the landscaping at the Folger water station.

Vice Chair Horton noted that she will not be at the next Planning Commission meeting.

CDD de Melo Carlos announced that there will be no Council meeting the following week.

7. CITY COUNCIL MEETING OF TUESDAY, SEPTEMBER 9, 2008

Liaison: Commissioner Mercer

Alternate Liaison: Commissioner McKenzie

9. ADJOURNMENT:

The meeting was adjourned at 7:45 p.m. to a Regular Planning Commission Meeting on September 2, 2008, at 7:00 p.m. in Belmont City Hall.

Carlos de Melo
Planning Commission Secretary

CD's of Planning Commission Meetings are available in the
Community Development Department.

Please call (650) 595-7417 to schedule an appointment.